

HUMAN RESOURCES COORDINATOR

THE PURPOSE: This fast-paced position recruits qualified individuals to fill teaching and other certificated positions for Milwaukee Public Schools (MPS), develops hiring practices that attract an effective and diverse workforce committed to serving the students of the district, ensures compliance with licensure requirements (works closely with the Wisconsin Department of Public Instruction) and performs a variety of other human resources functions in areas such as employee discipline, grievances, training, and performance evaluation.

NOTE: This position requires occasional out-of-town travel as well as occasional evening/weekend hours, especially during the summer months which is the peak staffing period.

ESSENTIAL FUNCTIONS:

- Recruits and hires a qualified and diversified staff. Collaborates with other Human Resources (HR) personnel to develop and implement a recruitment plan for MPS. Attends recruitment events, both locally and nationally, to meet specific staffing needs of MPS.
- Ensures that all new hire paperwork is properly completed and submitted on time for the development of contracts for certificated employees. Tracks applicant and employee status on a database and generates reports as requested.
- Reviews background checks for all employees and volunteers at MPS. Coordinates medical examinations as required for new hires. Extends probationary periods for classified employees if necessary.
- Collaborates with other HR staff to plan, implement and evaluate employee orientation and induction programs. Coordinates with mentor program administrators to ensure mentor relationships have been established for new educators.
- Performs activities and procedures related to teacher certification including processing Department of Public Instruction (DPI) certification requests. Maintains a close working relationship with the DPI to ensure certification requirements for teachers and/or other staff are met and maintained including new PI 34 requirements and the NCLB Act. Ensures that all licensed positions are compliant with DPI criteria and other lawful requirements.
- Administers and coordinates employee assignments and reassignments in accordance with the various contractual provisions. Hires appropriate staff for summer school programs.
- Maintains relationships with central service departments regarding staffing and other personnel issues. Responds to concerns of principals and other staff related to staffing issues. Assists and coordinates in the creation of various professional development programs for MPS employees. Trains employees on HR initiatives as necessary.
- Advises employees who are under consideration for transfers, promotions, leaves, retirements and layoffs. Counsels employees dealing with difficult circumstances and recommends courses of action.
- Participates in inter- and intra-departmental staff meetings and conferences on matters relating to the division's area of responsibility. Serves on committees and attends meetings to gather and/or provide information relative to staffing.
- Assists the Department of Human Resources at grievance or arbitration hearings with the bargaining units. Conducts disciplinary and grievance conferences.
- Collaborates with alternative certification programs and universities for teacher shortage areas and coordinates the hiring and placement of interns and permit teachers in vacancies.
- Develops HR tracking methods which enable management to collect consistent information about the employee population and to develop strategic initiatives to remain relevant to the overall business strategy
- Keeps abreast of developments in the profession by reading pertinent literature and publications and by attending professional meetings, workshops, conferences, etc.
- Actively supports the MPS Strategic Plan and the Department's Human Capital Management Plan.
- Performs other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act of 1990.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Human Resources Management, Public or Business Administration, Industrial Relations, Psychology or related field from an accredited college or university.
2. A minimum of four years of experience as a Human Resources professional performing duties related to the essential functions above.
3. Residency in the City of Milwaukee within one year of appointment and throughout employment.
4. Valid driver's license at time of appointment and throughout employment.

NOTE: Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS:

1. Master's Degree in one of the above fields.
2. SPHR, PHR or other recognized human resources certification.
3. Human resources experience in an urban or public sector environment.
4. Experience with an automated HRIS system, preferably PeopleSoft.

KNOWLEDGE AND SKILLS REQUIREMENTS:

- Effective oral and written communications skills and negotiation and presentation skills.
- Ability to work effectively with a diverse group of people.
- Ability to understand the needs of an urban school environment.
- Ability to manage multiple priorities with differing deadlines.
- Ability to maintain confidentiality.
- Ability to be customer focused and flexible in meeting customer needs.
- Ability to identify trends in the labor market related to future recruitment.
- Knowledge of all applicable labor and human resources laws.
- Ability to work in a team environment.
- Proficiency with Microsoft Office software.

THE CURRENT SALARY RANGE IS: \$62,098 to \$90,096 annually with excellent benefits. Recruitment is normally at the beginning of the range.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation, written or oral tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to an oral examination. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **August 20, 2010**. Receipt of applications may be discontinued at any time after this date without prior notice, however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time and place of the examination.

APPLICATION MATERIALS and further information may be obtained at our website: www.milwaukee.gov/jobs, in person or via mail from the Department of Employee Relations, 200 East Wells Street, Room 706, Milwaukee WI, 53202-3554, or by calling 414-286-3751.

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